

SAMPLE LEGAL NOTICE FOR RECOVERY OF PERSONAL LOAN

From: [Your Name]
[Your Address]
[City, State, PIN Code]

To: [Borrower's Name]
[Borrower's Address]
[City, State, PIN Code]

Date: [Date]

Subject: Legal Notice for Recovery of Personal Loan

Sir/Madam,

Under the instructions and authority given to me by my client, **[Your Name]**, I hereby issue you this legal notice as follows:

1. That you had approached my client for a financial help and accordingly, my client had lent a sum of **Rs. [Loan Amount]** to you on **[Date of Loan]** through **[mode of transfer, e.g., bank transfer, cash, cheque no. etc.]** for your personal needs.
2. It was agreed that you shall return the aforesaid loan amount within a period of **[repayment period, e.g., 3 months/6 months]** together with an interest at the rate of **[interest rate]%** per annum.
3. Despite repeated requests and reminders, you have failed to repay the aforesaid sum along with accrued interest, which now totals to **Rs. [Total Outstanding Amount]** as on date.
4. Your act of non-payment amounts to a breach of promise and has caused my client a great hardship and financial loss.
5. Through this legal notice, I call upon you to pay the sum of **Rs. [Total Outstanding Amount]** (loan amount plus interest) to my client within **15 (fifteen) days** of receipt of this notice, failing which my client shall be constrained to initiate appropriate civil/criminal proceedings against you at your cost and risk.

You are therefore requested to treat this notice as most urgent and do the needful within the stipulated time.

This notice is sent to you without prejudice to any other legal rights/remedies available to my client.

Yours faithfully,

[Your Name]

[Your Contact Number]